



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Program Staff (3 positions)
DEPARTMENT: Alternative to Jail Facility
CLASS: Full Time/Regular/Non-Exempt (10 MONTHS ONLY)
SALARY: \$12-15/hr (depending on experience)
OPENING DATE: June 26, 2014
CLOSING DATE: July 9, 2014

JOB SUMMARY:

Will supervise and monitor the clients, 24/7/365 days in a substance abuse/transitional living facility making sure they are in a safe, healthy environment (employees will be scheduled for an 8/10 hour time period). Will make routine checks to account for the clients, documenting all activity. Will enforce the rules established for the facility. Transport clients to appointments and other activities. Will oversee client's daily and evening activities.

ESSENTIAL FUNCTIONS:

- To ensure the safety of the clients throughout the night at the facility.
- To support the clients during breakfast, lunch, and dinner at the facility.
- To teach and support clients in healthy meal preparation and lifestyle.
- Will document all incidents in clients file(s) at the facility.
- Will write shift reports and brief the staff coming on for duty at the facility.
- Will assign clients chores and will participate in this process throughout the day with the clients.
- Will schedule daily client activities.
- In order to support the clients and families will explain and post the facility rules and the consequences.
- Escort or transport clients to scheduled appointments as needed.
- Other duties as assigned.

MINIMUM QUALIFICATION

- Must possess a High School Diploma, GED or currently enrolled in GED (working toward attainment of GED within 6 months of the hire date)
- Experience and or education in working with the public.
- Previous experience working with an Indian Community.
- Excellent communication skills, both verbal and writing.
- A genuine desire to work with individuals, youth and families in transition.
- Must pass local, state, and national background check.
- Knowledge of treatment methods and philosophy of recovery.
- Must maintain or obtain a driver's license within 3 months of the hire date.
- Must submit to and pass a pre-employment and random drug/alcohol screening,
- Must be at least 21 years of age

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by **5:00 PM** on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities